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15-04

AGREEMENT

BETWEEN

THE

Beachwood Borough

BOROUGH OF BEACHWOOD

AND

THE

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

(White and Blue collar Employees)

EFFECTIVE: JANUARY 1, 1985 through DECEMBER 31, 1986

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PREAMBLE

This Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 1985, by and between the BOROUGH OF BEACHWOOD, in the County of Ocean, a Municipal Corporation of the State of New Jersey, hereinafter called the "Borough" and the COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO, hereinafter called the "Union", represents the complete and final understanding on all bargainable issues between the Borough and the Union.

ARTICLE I  
UNION RECOGNITION

- A. The Borough hereby recognizes the Union as the sole and exclusive collective bargaining agent and representative for all full time and part-time (20 hours) white and blue collar employees employed by the Borough of Beachwood, but excluding supervisory and confidential personnel.
- B. Under reclassification, any employee reclassified shall be recognized by the Borough, provided the classification does not fall under exclusion.
- C. The titles Court Clerk and Deputy Court Clerk shall be covered by provisions of this Agreement, except those articles of the Agreement wherein the Municipal Judge has the authority to set terms and conditions of employment under the applicable rules governing the Courts of the State of New Jersey.

ARTICLE II  
DUES CHECKOFF

- A. The Borough agrees to deduct, from the salaries of its employees, subject to this Agreement, dues for the Union. Such deductions shall be made in compliance with Chapter 123, Public Laws of 1974 N.J.S.A. (R.S.) 52;14-15.9e, as amended.
- B. No deductions will be made for any month in which there is insufficient pay available to cover the same after all other deductions, by law, have been made. Deductions for a prior month's dues will not be made in respect to such dues, except where the Borough, through error or oversight, failed to make the deduction in any monthly period.
- C. Deduction of Union Dues and Representation Fee, made pursuant hereto, shall be remitted by check by the Borough to the Union, c/o Secretary-Treasurer, Communications Workers of America, AFL-CIO, 1925 K Street, N.W., Washington, D.C. 20006, by the tenth (10th) day of the month following the calendar month in which such deductions are made, together with a list of employees whose pay such deductions were made. A copy of such list shall also be delivered to the Local Union President.
- D. A new dues deduction authorization card will automatically cancel any prior authorization card on file with the Borough.

- E. The Union shall indemnify and save the Borough harmless against all claims, demands, suits, or other forms of liability which may arise by reason of any action taken in making deductions and remitting same to the Union, pursuant to this Article.
- F. The Union agrees that there shall be no discrimination, intimidation, restraint, coercion, harassment, or pressure by it or its officers, agents or members against any employee who refuses or fails to execute an authorization card.
- G. Any authorization may be withdrawn at any time by filing of notice of such withdrawal with the Borough Clerk. The filing of notice of the withdrawal shall be effective to half deductions in accordance with N.J.S.A. 52:14-5.9e as amended, subject to Article J.
- H. Part-timers will pay dues, based on a prorated basis.
- I. AGENCY SHOP
- It is understood that non-dues paying members will have 85% of said dues automatically deducted from their pay.

ARTICLE III  
MANAGEMENT RIGHTS

A. The Borough of Beachwood hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:

1. The executive management and administrative control of the Borough government and its properties and facilities and activities of its employees by utilizing personnel, methods and means of the most appropriate and efficient manner possible as may from time to time be determined by the Borough.

To make rules of procedure and conduct, to use improved methods and equipment, to determine work schedules and shifts, to decide the number of employees needed for any particular time and to be in sole charge of the quality and quantity of the work required.

2. The right of management is recognized to make such reasonable rules and regulations as it may from time to time deem best for the purposes of maintaining order, safety and/or the effective operation of the Department after giving advance notice thereof to



the employees to require compliance by the employees.

3. The Municipality reserves the right with regard to all other conditions of employment not reserved to make such changes as it deems desirable and necessary for the efficiency and effective preparation of the department.

- B. Notwithstanding anything herein to the contrary, the Borough reserves unto itself all authority with respect to management of the Department and the direction of the working forces, including the right to direct, plan and control Department operations, the right to hire, promote, demote, suspend or discharge employees for cause in accordance with N.J.S.A. Title 11.
- C. In the exercise of the foregoing powers, rights, authority, duties or responsibilities of the Borough, the adoption of policies, rules, regulations and practices and the furtherance thereof, and the use of judgement and discretion in connection therewith, shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms thereof are in conformance with the Constitution and Laws of New Jersey and of the United States.
- D. Nothing contained herein shall be construed to deny or restrict the Borough or Employees of their rights, responsibilities and authority under revised statutes of New Jersey 40 and 40A, or any other national, state, county statutes.

- E. All of the terms and conditions of employment not specifically set forth herein or not specifically covered by existing statutes, are hereby reserved by the Borough as its management prerogatives and rights.

#### ARTICLE IV

#### UNION RIGHTS

- A. The Borough agrees to make available to the Union all public information in its possession necessary for the Union to represent its members in collective negotiations and grievance matters. All requests for such information shall be made through the Department Heads.
- B. Whenever the Borough and the Union mutually schedule a negotiation session, grievance meeting, or any other conference or meeting whereby a representative of the Union or any employee is required to participate, the representative or employee, required to participate, shall do so without loss of pay.
- C. Whenever the Borough decides to make changes in policies pertaining to terms and conditions of employment, the Borough shall notify the Union within twenty (20) days of such change, and meet with the Union ten (10) days thereafter to discuss and consider for the possibility of implication.

## ARTICLE V

### BULLETIN BOARDS

- A. The Borough will provide a bulletin board in a conspicuous location in the employees' lounge for the use of the Union in the posting of notices concerning Union business and activities.
- B. Said bulletin board shall be under the control of the Union President and shall not contain any salacious, foul, obscene or annoying material. Any such material may be removed by the Governing Body or its designated representative.
- C. Continued abuse will be cause for disciplinary action.

## ARTICLE VI

### MUTUAL COOPERATION PLEDGE

- A. It is recognized that the need for continued and uninterrupted operation of the Borough's Departments and Agencies is of paramount importance to the citizens of the community, and that there should be no interference with such operation.
- B. The Union covenants and agrees that, during the term of this Agreement, neither the Union nor any persons acting in its behalf will cause, authorize, or support, nor will any of its members take part in, any strike (i.e. the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful

and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout or other job action against the Borough.

- C. The Union agrees that it will make every reasonable effort to prevent its members from participating in any strike, work stoppage, slowdown or other activity aforementioned including but not limited to publicly disavowing such action and directing all such members who participate in such activities to cease and desist from same immediately and to return to work, along with such other steps as may be necessary under the circumstances, and to bring about compliance with its order.
- D. In the event of a strike, slowdown, walk-out or job action it is covenanted and agreed that participation in any such activity by a member of the Union shall entitle the Borough to take appropriate disciplinary action including the possibility of discharge in accordance with applicable law.
- E. Nothing contained in this Agreement shall be construed to limit or restrict the Borough in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages, or both, in the event of such breach by the Union or its members.

## ARTICLE VII

### STEWARDS

- A. The Board recognizes the right of the Union to designate no more than two (2) stewards and alternates to represent the Union and the employees covered by this Agreement. The Union shall furnish the Borough with the names of the stewards and the alternates and shall notify the Borough of any changes within five (5) calendar days of the actual change.
- B. The authority of the stewards or alternates, so designated by the Union, shall be limited to, and shall not exceed, the following duties and activities:
1. The investigation and presentation of grievances in accordance with the provisions of this Agreement. If both parties agree that it is necessary for the steward to perform any of such duties during his working time, the steward shall be released from work upon prior notice to an authorization of his supervisor as soon as convenient to the Borough and only to the extent necessary to make the investigation and for conferring with the Borough's representative.
  2. Except as previously provided, the steward shall be required to perform his duties in the same manner and to the same extent as other employees.

ARTICLE VIII  
GRIEVANCE PROCEDURE

- A. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of employment under this Agreement.
- B. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Department.
- C. The term "grievance" as used herein means an appeal by an individual employee and the Union on behalf of an individual employee or group of employees, from the interpretation, application or violation of policies, agreements, and administrative action affecting them or arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement.
- D. The following constitutes the sole and exclusive method for resolving problems between the parties covered by this Agreement, and shall be followed in its entirety unless any step is waived by mutual consent:

Step One

Either the aggrieved or the Union shall institute action under the provision hereof within five (5) working days after the event giving rise to the grievance has occurred, and an earnest effort shall be made to settle the differences between the aggrieved

employee and his immediate Department Head for the purpose of resolving the matter informally. Failure to act within said five (5) working days shall be deemed to constitute an abandonment of the grievance.

#### Step Two

If no agreement can be reached orally within five (5) calendar days of the initial discussion with his immediate supervisor, the employees of the Union may present the grievance, in writing, within five (5) calendar days thereafter with the Department Head, or his designated representative. The written grievance at this step shall contain the relevant facts and a summary of the preceding oral discussion, the applicable section of the contract violated or non-contractual (past practice) and the remedy requested by the grievant. The Department Head or his designated representative will answer the grievance in writing within five (5) calendar days of receipt of the written grievance.

#### Step Three

If the grievance is not settled through Steps One and Two, or no answer has been received by the Union within the time set forth in Step Two, the Union may appeal the decision of the Department Head, such appeal being presented in writing to the Governing Body within ten (10) days after receipt of the decision of the Department Head. This presentation shall include copies of all

previous correspondence relating to the matter in dispute. The Governing Body shall respond in writing to the grievance within twenty (20) calendar days of the submission.

Step Four

If the grievance is not settled through Steps One, Two and Three, either party shall have the right to submit the dispute to Arbitration pursuant to the Rules and Regulations of the Public Employment Relations Commission. The costs for the services of the Arbitrator shall be borne equally by the Borough and the Union. Any other expense, including, but not limited to the presentation of witnesses, shall be paid by the parties incurring same.

- E. The parties direct the Arbitrator to decide, as a preliminary question, whether he has jurisdiction to hear and decide the matter in dispute. The Arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey, and be restricted to the application of the facts presented to him involved in the grievance. The Arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto. The decision of the Arbitrator shall be final and binding.
- F. The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the



time limits specified, then the grievance shall be deemed to have been abandoned. If any grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed thereunder, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. If a decision is not rendered within the time limits prescribed for decision at any step in the grievance procedure, then the grievance shall be deemed to have been denied. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the time limits for processing the grievance at any step in the grievance procedure.

- G. In the event the aggrieved elects to pursue remedies available through Civil Service, the grievance shall be cancelled and the matter withdrawn from this procedure. It is agreed between the parties that no Arbitration Hearing shall be held until after the expiration of at least thirty (30) calendar days after the decision rendered by the Governing Body on the grievance. In the event the grievance pursues his remedies through Civil Service, the Arbitration Hearing if any, shall be cancelled and the filing fees and expenses incurred thereby shall be paid by the grievant or the Association.

ARTICLE IX  
NON-DISCRIMINATION

- A. The Borough and the Union agree that there shall be no discrimination against any employee because of race, creed, color, sex, national origin, or political affiliation.
- B. The Borough and the Union agree that all employees, covered under this Agreement, have the right without fear of penalty or reprisal to form, join and assist any employee organization or to refrain from any such activity. There shall be no discrimination by the Borough or the Union against any employee because of the employee's membership or non-membership or activity or non-activity in the Union.

ARTICLE X  
PERSONNEL FILES

- A. Upon prior request to the Department Head, employees shall have the right to inspect and review their individual personnel files.
- B. The Borough recognizes and agrees to permit said review and examination at reasonable times.
- C. Employees shall have the right to respond in writing to anything found in their individual personnel files. This response shall become a part of the employee's individual personnel file.
- D. The employee will receive copies of any written reprimands, performance evaluations or work commentaries placed in the employee's file. The employee's signature signifying knowledge of these documents shall be required by the Department Head.
- E. An employee shall not be disciplined for acts which occurred more than one (1) year prior to the service of a notice of disciplinary action against said employee for acts of current nature, except for those acts which constitutes a crime. Employees whole record may be considered with respect to the appropriateness of the penalty to be imposed.
- F. Reprimands, unsatisfactory evaluations and notices of disciplinary action, two (2) or more years old, shall be deleted from the employees' personnel files, with the exception of disciplinary action for acts of a criminal nature.

ARTICLE XI

WORK HOURS

- A. The working hours for white collar workers shall be as follows:
1. The normal work day shall consist of six (6) hours, excluding a one (1) hour unpaid lunch period.
  2. The normal work week shall consist of thirty (30) hours, Monday through Friday, 9:00 - 4:00.
- B. The work hour for blue collar employees shall be as follows:
1. The normal work day shall consist of eight (8) hours, excluding one half hour (30) minutes unpaid lunch period, and fifteen (15) minutes paid wash up time.
  2. The normal work week shall consist of forty (40) hours, Monday through Friday, 8:00 - 4:30. Workday shall be between the hours of 7:00 a.m. and 4:30 p.m.
- C. All work after or other than those hours described in A and B in this Article shall be considered as overtime work, and shall be paid as such. Time and one half a person's hourly wage will be paid after a normal workday and or work week or on Saturday, the sixth workday. Double time a person's hourly wage will be paid for Sundays and Holiday's.
- D. Emergency call-in work prior to regular starting time will be paid at overtime rate.
- E. Normal work hours for employees in any particular work

## ARTICLE XII

### OVERTIME

- A. Hours worked in excess of those regularly scheduled as provided in Article XI, shall be deemed overtime and shall be compensated at one and one-half the employee's regular rate of pay.
- B. Overtime will be worked only when necessary, and the employees are expected to work necessary overtime, authorized by department heads.
- C. Overtime shall be distributed on a rotating basis according to seniority among those who normally do the work.
- D. Overtime shall not be worked during any week in which an employee is on vacation, except in an emergency with authorization from the Superintendent of Public Works, or his assistant, in case of his absence. Said employee for duration of vacation shall be junior on the list if required to work.
- E. All white collar employees shall not be paid overtime for hours in excess of thirty (30) hours and all blue collar employees shall not be paid overtime for hours in excess of forty (40) hours unless that overtime was authorized by the Department Head or his designated representative, or immediate supervisor.
- F. Any part of an hour worked past the normal working hours shall be paid as one hour of overtime pay, and the individual shall complete the hour.

- G. All employees will be paid a minimum of two hours pay at one and one-half his hourly rate for call out time. Call out time shall be construed as any employee returning to work for an emergency or unanticipated Saturday. Call out for Sundays and Holidays will be paid at a minimum rate of three (3) hours at the double time rate.
- H. When an employee from the Court is called out after their normal work hours or Saturdays, they will be paid at a minimum of one (1) hour at one and one-half time their salary. When called out on Sundays and Holidays they will be paid a minimum of one and one-half ( $1\frac{1}{2}$ ) hours at a rate of one and one-half time their salary.
- I. Snow work is emergency work and shall be paid as such.
1. Snow work shall be paid as overtime work as covered under this article.
  2. Snow work during a regular shift is excluded from overtime or emergency pay.
- J. The Department Head or his designated representative shall post a list indicating the amount of overtime worked and/or denied by each individual employee. This list shall be revised monthly to show the accumulated amount of overtime hours worked and/or denied for that calendar year.
- K. Each employee's pay stub shall reflect in detail how many hours of overtime has been worked, and at what rate of pay he/she has been compensated.

ARTICLE XIII

REST PERIODS

- A. Employees will have a fifteen (15) minute break during the first half of each full work day, and fifteen (15) minutes in the afternoon.

ARTICLE XIV

ANNUAL LEAVE

- A. Annual leave with pay shall be earned at the rate of one (1) working day of leave for each full calendar month of service during the remainder of the calendar year following the date of hire; twelve (12) working days leave thereafter for every year up through four (4) years service; fifteen (15) working days leave after the completion of four (4) years and up through nine (9) years service; twenty (20) working days leave after the completion of nine (9) years and up through fourteen (14) years service; twenty-five (25) working days leave after the completion of fourteen (14) years service. Permanent part-time employees shall receive allowance on a prorated basis.
- B. Annual leave allowance must be taken during the current calendar year at such time as permitted or directed by the Governing Body, unless the Governing Body determines that it cannot be taken because of pressure of work. Any unused leave may be carried forward into the next succeeding year only.

- C. Leave with pay must be requested in writing at least twenty-four (24) hours in advance.
- D. Employees will, with due consideration of the needs of the Borough, be permitted to take their annual leave at times they request. However, all annual leave must be approved by the Department Head or his duly designated representative.
- E. The Department Head or his representative is to be notified prior to May 1st of the desired annual leave dates. In case of a conflict in dates, the employee with seniority will be given preference.



ARTICLE XV

HOLIDAYS

A. The following are recognized as Holidays:

1. From 12:00 p.m. New Years Eve
2. New Years Day
3. Lincoln's Birthday
4. Washington's Birthday
5. Good Friday
6. Memorial Day
7. July 4th
8. Labor Day
9. Columbus Day
10. Veterans Day
11. Election Day
12. Thanksgiving Day
13. Friday After Thanksgiving
14. Full day Christmas Eve
15. Christmas Day
16. Martin Luther Kings Day
17. Floating Holiday

B. Each regular full time employee will receive his regular salary for any holiday he is not required to work. If any employee is requested or required to work on any designated holiday, he shall receive his regular pay plus double time.

- C. Holidays which fall on Saturday shall be celebrated on the preceeding Friday. Holidays which fall on Sunday shall be celebrated on the following Monday.
- D. Any additional holidays promulgated by the Governing Body.

## ARTICLE XVI

### SICK LEAVE

- A. During the first year of employment only, full-time employees shall be entitled to and accrue one (1) sick day per month during their remainder of the first calendar year of employment after initial employment. Thereafter, sick leave shall accrue on the basis of fifteen (15) days per year per employee, and shall accumulate from year to year.
- B. Part-time permanent employees shall be entitled to sick leave as established by the Borough on a pro-rated basis. One (1) day and one (1) hour for each 160 hours of work.
- C. If any employee is absent for reasons that entitle him to sick leave, his supervisor shall be notified on start of the actual workday or shift.
- D. Failure to so notify his supervisor may cause denial of the use of sick leave and may constitute cause for disciplinary action.
- E. Absence without notice for five (5) consecutive days shall constitute a resignation not in good standing.

- F. An employee, who is on sick leave for five (5) or more consecutive working days, shall be required to submit to the Borough acceptable medical evidence substantiating the illness.
1. An employee who has been absent on sick leave for periods totaling fifteen (15) days in one calendar year consisting of periods of less than five (5), shall be required to submit acceptable medical evidence for any additional sick leave in that year unless such illness is of a chronic or recurring nature requiring recurring absences of one (1) day or less in which case only one (1) certificate shall be necessary for a period of six (6) months.
- G. In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health shall be required.
- H. The Borough may require an employee who has been absent because of personal illness, as a condition of his return to duty to be examined, at the expense of the Borough, by a physician designated by the Governing Body. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health or safety of other employees.
- I. Upon the retirement of an employee, the Borough shall pay the employee for all his accumulated sick leave that he has earned while he was in the Borough's employment up to

maximum payment of twelve thousand (\$12,000.00) dollars. The Borough shall have the option of purchasing an annuity contract which shall provide the retiring employee with the option of receiving either a lump sum of two (2) or three (3) year payout.

## ARTICLE XVII

### BEREAVEMENT LEAVE

- A. Each employee shall be granted a maximum of five (5) days leave with pay per occurrence per year in the event of the death of spouse, child, parent, mother-in-law, father-in-law, sister-in-law, brother-in-law, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law. An employee shall notify his Department Head as soon as possible for the need for such leave usage. Each employee shall be granted the day of the funeral for aunt and/or uncle,
- B. In the event that the funeral occurs outside the State of New Jersey, a maximum of three (3) additional days off may be granted at the sole discretion of the Department Head or his designated representative.
- C. In the event of a multi-death, a maximum of seven (7) bereavement days shall be granted per occurrence.
- D. Such leave shall be separate and distinct from any other leave time.
- E. All such leave shall not be taken until the immediate

- supervisor is notified of the instance of bereavement,
- F. To receive payment after funeral, employee must furnish proof of death.

#### ARTICLE XVIII

#### ADMINISTRATIVE LEAVE

- A. All permanent employees shall be granted up to three (3) days leave with pay per year for personal business, household or family matters, such days to be non-cumulative. The purpose of this leave is to relieve employees of financial hardship in situations over which they have no control and shall be for an activity that requests the employees presence during the workday and is of such a nature that it cannot be attended to at a time outside of the workday. This leave shall not be charged against annual leave or any other leave.
- B. Unused administrative leave shall not accumulate from year to year.
- C. An employee shall be required to give five (5) working days notice except in an emergency situation.

ARTICLE XIX  
MILITARY LEAVE

- A. An employee who is a member of the National Guard, Naval Militia or of the reserve component of any of the Armed Forces of the United States, who is required to undergo annual field training or annual active duty for training, shall be granted a leave of absence with pay for such period as provided by regulation. Any monies received by the employee for his services, from the Organizations mentioned heretofore shall be paid over to the Borough, provided however, any monies received by the employee in excess of what the Borough paid him, shall belong to him.
- B. Such leave shall be in addition to regular vacation leave, provided the employee presents the official notice from his commanding officer, prior to the effective date of such leave.
- C. An employee who is a member of the Organizations mentioned heretofore and is required to participate in drills shall be allowed to attend on his off duty time. He shall inform his supervisor five (5) days in advance of date of drill, so that work schedule can be changed, so that he can participate in said drills.

ARTICLE XX  
INJURY LEAVE

- A. Anyone injured in the performance of his or her work will receive workman's compensation in accordance with the workman's compensation insurance regulations.
- B. If any employee is injured during the performance of his duty he shall be granted an injury leave with full pay for the period of up to six (6) months, with certification of doctor and approval of Borough.
- C. The Borough, at it's option, upon application by the employee and certification by the Borough approved physician may extend the injury leave period up to a maximum of six (6) additional months. The physician must certify that the employee is incapable of performing his duties for the period of the time for which the extension is requested.
- D. During the period of injury leave all temporary disability benefits occurring under the provisions of the Workmen's Compensation Act shall be paid over to the Borough.
- E. This procedure does not apply to sick leave.
- F. Upon return to duty, the Governing Body may require a physical examination by a physician of their choosing, certifying the fitness of the employee.

ARTICLE XXI

JURY DUTY

- A. All employees covered by this Agreement who are ordered to report for jury duty shall be granted a leave of absence from his regular duties during the actual period of such jury duty and shall receive for such period of jury duty an amount equal to the difference in his regular pay and his jury duty pay up to a maximum of two (2) weeks. In the event an employee is required to participate on jury duty for a period of excess of two (2) weeks, such employee shall secure from the appropriate judge a letter to that effect.
- B. Any remuneration received by the employee from the court for travel time, mileage, parking and meals shall not be used in calculating "jury duty pay" for the purposes of determining the amount of pay the employee is to receive from the Borough.



ARTICLE XXII  
LEAVES OF ABSENCE

- A. A leave of absence without pay, for cause, may be granted at the sole discretion of the Borough provided it does not seriously disrupt operation.
- B. A request for a leave of absence without pay shall be presented to the supervisor in writing.
- C. A leave of absence shall not exceed six (6) months. It may be renewed not more than one (1) time for an additional period not to exceed six (6) months.

ARTICLE XXIII

WAGES

- A. January 1, 1985 - The base pay of each employee shall increase \$1,000.00 over his/her 1984 base pay.
- B. January 1, 1986 - The base pay of each employee shall increase \$1,050.00 over his/her base pay.
- C. The following shall be the base salary to be paid to all full-time employees covered under this contract.

<u>1985</u>	<u>STARTING</u>	<u>MAXIMUM</u>
1. Assessing Clerk	\$7,265.00	\$11,087.93
2. Senior Assessing Clerk	7,578.00	11,591.80
3. Account Clerk	7,620.00	12,257.06
4. Senior Tax Clerk	7,951.00	12,820.14
5. Senior Account Clerk	7,951.00	12,820.14
6. Municipal Court Clerk	9,165.00	13,250.09
7. Deputy Municipal Court Clerk	6,905.00	10,386.69
8. Laborer	9,981.00 +	15,570.55
9. Truck Driver	11,372.00	18,161.90
10. Senior Water Repairer	11,878.00	19,295.04
11. Water Repairer	10,116.00	17,045.02
12. Public Works Repairer	12,300.00	18,808.58
13. Equipment Operator	12,637.00	19,781.50
14. Foreman	14,028.00	21,045.83
15. Mechanic	14,674.00	22,879.05

- D. The Borough hereby recognizes the job titles listed in the above salary guides as those job titles to be incorporated into the Blue and White Collar unit.

- A. January 1, 1985 - the base pay of each employee shall increase \$1,000.00 over his/her 1984 base pay.
- B. January 1, 1986 - The base pay of each employee shall increase \$1,050.00 over his/her base pay.
- C. The following shall be the base salary to be paid to all full-time employees covered under this contract.

<u>1986</u>	<u>STARTING</u>	<u>MAXIMUM</u>
1. Assessing Clerk	\$8,315.00	\$12,137.93
2. Senior Assessing Clerk	8,628.00	12,641.00
3. Account Clerk	8,670.00	13,307.06
4. Senior Tax Clerk	9,001.00	13,870.14
5. Senior Account Clerk	9,001.00	13,870.14
6. Municipal Court Clerk	10,215.00	14,300.09
7. Deputy Municipal Court Clerk	7,955.00	11,436.69
8. Laborer	11,031.00	16,620.55
9. Truck Driver	12,422.00	19,211.90
10. Senior Water Repairer	12,928.00	20,345.04
11. Water Repairer	11,156.00	18,095.02
12. Public Works Repairer	13,350.00	19,858.58
13. Equipment Operator	13,687.00	20,831.50
14. Foreman	15,078.00	22,095.83
15. Mechanic	15,724.00	23,929.05

- D. The Borough hereby recognizes the job titles listed in the above salary guides as those job titles to be incorporated into the Blue and White Collar unit.

ARTICLE XXIV

LONGEVITY

- A. Longevity pay shall be issued on the pay period nearest to December 1st, in a separate check, to all employees with more than five (5) continuous years of full-time service as of December 1st, and based upon the date of hire.
- B. Longevity shall be paid according to the following schedule, with an additional 1% of base salary:
1. Five (5) years plus one (1) day of continuous service through nine (9) years continuous service two-hundred twenty-five dollars (\$225.00).
  2. Ten (10) years plus one (1) day of continuous service through fourteen (14) years continuous service - four-hundred twenty-five dollars (\$425.00).
  3. Fifteen (15) years plus one (1) day of continuous service through nineteen (19) years continuous service - six hundred dollars (\$600.00).
  4. Twenty (20) years plus one (1) day of continuous service through twenty-four (24) years continuous service - eight-hundred twenty-five dollars (\$825.00).
  5. Twenty-five (25) years plus one (1) day of continuous service nine-hundred seventy-five dollars (\$975.00).
- C. Any employee, retiring during the course of the year, shall receive longevity, prorated on a monthly basis. The same procedure shall be followed in the event of an employee's death.

ARTICLE XXV  
JOB CLASSIFICATION

- A. Employees will normally work only in their own classification.
- B. If an employee must work in a higher job classification than his job for more than two and one-half (2½) days consecutively or more than ten (10) days annually, he/she shall be paid the higher rate of pay.
- C. If the employee is required to work at a lower classification, he shall receive his regular rate of pay, unless the employee decides to work in a lower class.
- D. Whenever an employee is promoted or reclassified from one class or title to another, then the salary shall be adjusted so as to provide that he enters the new classification schedule in the step which will provide a salary no less than his former rate of pay.
- E. This provision does not apply to snow or emergency work.
- F. Upon promotion or reclassification, if an employee is making less than the starting salary of the new classification, he shall receive said starting salary or twenty-five (25¢) cents an hour, whichever is higher. If an employee is making more than the starting salary, he shall receive twenty-five (25¢) cents more an hour.

ARTICLE XXVI

HOSPITALIZATION AND MEDICAL INSURANCE

- A. The Borough shall maintain, at no cost to the employee and dependent, hospitalization and major medical coverage provided by Blue Cross and Blue Shield Series 1420 and the Prudential Insurance Company
- B. Coverage shall include, but not be limited to:
  - 1. Hospital room and board and miscellaneous costs
  - 2. Out patient benefits
  - 3. Laboratory fees, diagnostic expenses and therapy treatments
  - 4. Maternity costs
  - 5. Surgical costs
  - 6. Rider "J" coverage
  - 7. Major Medical coverage
- C. Specific details are continued in the master policies and contracts on file in the office of the Borough Clerk.
- D. The Borough reserves the right, with prior notice to the Union, to change insurance carriers during the life time of this agreement as long as substantially similar benefits are provided by the new carrier. The Borough shall not institute a self-insurance program without the consent of the Union.
- E.
  - 1. Effective January 1, 1983, the Borough agrees that employees and dependents covered under this Collective Bargaining Agreement shall be covered under the Borough's Dental Insurance Program. 70%/30% paid

by Insurance Company and employee respectively.

2. Effective January 1, 1983, the Borough agrees to pay a minimum of \$35.00 per month per employee and dependent towards monthly premium payments for coverage pursuant to the Borough's Dental Insurance Program as described in paragraph 1 above.

- F. The Borough agrees to provide Disability Insurance through the New Jersey Temporary Disability Benefits Program, effective January 1, 1984, in accordance with P.L. 1980, Chapter 18. It is understood that said law requires contributions from the employer and the employee.
- G. The Borough agrees to provide a Family Prescription Plan with a \$2.00 deductible January 1, 1983<sup>5</sup>, or as soon as possible thereafter.

#### ARTICLE XXVII

##### UNIFORMS

- A. The Borough agrees to pay a \$300.00 uniform allowance to Blue Collar employees on April 1, 1985.
- B. The Borough agrees to pay a \$350.00 uniform allowance to Blue Collar employees on April 1, 1986.
- C. The Blue Collar employees shall wear clean uniforms each and every day. Exceptions to this would have to be okayed by department head.
- D. White Collar employees shall be reimbursed for replacement of heavily soiled or damaged clothing.

ARTICLE XXVIII  
SAFETY EQUIPMENT

- A. Employees shall do their part to work safely, wear required safety equipment, and observe all safety rules and regulations.
- B. The Borough shall furnish the following safety equipment for the appropriate employees:
  - 1. Work Gloves
  - 2. Safety Goggles
  - 3. Hard Helmets
  - 4. Safety Vests
  - 5. Rain Gear
  - 6. Rain Boots
  - 7. Safety Shoes (two (2) pairs)
- C. Upon signing of the contract each Blue Collar employee shall have two (2) pairs of safety shoes in his possession. The replacement of safety shoes shall take place on a continuing basis, and will be replaced by the Department Head as needed. Worn out safety shoes will be returned to the Department Head.
- D. New employees shall receive their safety equipment upon completion of their ninety (90) days working test period.
- E. It shall be the responsibility of the employee to care for issued safety equipment.
- F. Replacement will be made only upon the return of damaged or wornout equipment.
- G. Failure to wear or properly use required safety equipment or comply with the safety rules and regulations may result



in disciplinary action.

- H. Any accident, no matter how slight, shall be immediately reported to the Superintendent of Public Works.
- I. The Borough and the Union agree to form a committee for the purpose of discussing safety procedures. The committee will be made up of members of management and members of the Union. The committee will meet on a monthly basis.

#### ARTICLE XXIX

##### SAFETY AND HEALTH

- A. The Borough will provide a clean, safe and healthy place to work, clean bath facilities with hot and cold running water, a toilet, and clean and safe equipment with which to work.

#### ARTICLE XXX

##### MILEAGE

- A. All employees who have approval to use personal vehicles for Borough business shall be reimbursed at the rate of eighteen (18) cents per mile.
- B. All employees will report their mileage on the appropriate form and will use the appropriate voucher as prepared by the Borough.
- C. Mileage on the speedometer will be checked by the supervisor before an employee leaves and upon his return.

ARTICLE XXXI

SEPARABILITY AND SAVINGS

- A. If any provision of this Agreement or any application of this Agreement to any employee, member, or group of employees or members is held to be invalid by operation of laws by any Court or other tribunal of competent jurisdiction, then such provision and application shall be deemed inoperative; however, all other provisions and applications contained herein shall continue in full force and effect, and shall not be affected thereby.

ARTICLE XXXII

FULLY BARGAINED PROVISIONS

- A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues which were or could have been the subject of negotiations,

ARTICLE XXXIII

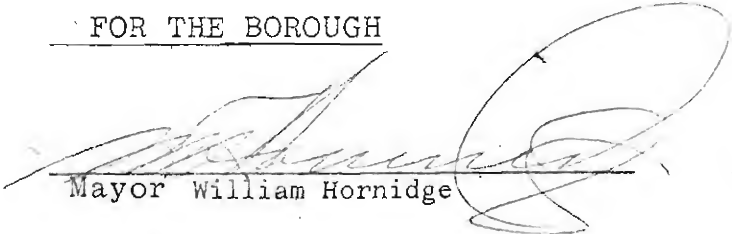
DURATION

- A. This Agreement shall be in full force and effect as of January 1, 1985, and shall remain in effect to and including December 31, 1986. This Agreement shall continue in full force and effect from year to year thereafter, unless either party gives notice, in writing, no sooner than one-hundred twenty (120) days nor no later than ninety (90) days prior to the expiration of this Agreement, of a desire to change, modify or terminate this Agreement.

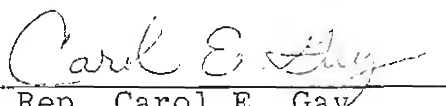
This Agreement shall remain in agreement, in full force, until a new contract is fully negotiated, signed thereto and subject to the ratification of both parties.

In WITNESS WHEREOF, the parties have hereunto set their hands and seals, at the Borough of Beachwood, New Jersey on this 1st Day of February, 1985.

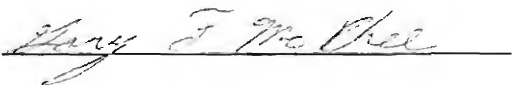
FOR THE BOROUGH

  
Mayor William Hornidge

FOR THE UNION

  
CWA Rep. Carol E. Gay

  
Robert E. Matasiewicz

  
Gary J. McPhee